



Legal Assistant at Anderson and Company

Purpose: To support the legal function of real estate transactions at Anderson & Company.

Goals of this position: To learn and train to provide consistent, timely and excellent legal support for Real Estate transactions.

Job Duties:

- Open files, search properties, corporations, judgments, and interest against property.
- Communicate with clients through email, phone and fax with respect to all needs of the file.
- Support to the Senior Legal Assistant in the preparation of documents such as mortgages, borrowing documents, including registering the same with ISC and Personal Property Registry.
- Quotes to clients for legal fees.
- Support to the Senior Legal Assistant in billing for each file including all the reporting letters to client, banks, municipalities, oil and gas companies, real estate agents, opposing solicitor side, etc.
- Preparation of agreements in consultation with a Senior Legal Assistant.
- ISC inbox management
- Diarize files and closing dates.
- Register interest against the property like easements, caveats, mortgages, assignments, and miscellaneous interests.
- Discharge a variety of interests off the property.
- Trust funds, request trust and general cheques in order to balance the file to \$0 at the closure of the transaction.
- Prepare documents and letters as required and requested.
- Review file for closing, ensure all disbursements and fees have been paid and there is nothing left outstanding on the file (through PC Law). Final review before closing.

Competencies:

- **Motivated** by process-bound activity and being integral to the Real Estate team's routine which = greater production.
- **Dedicated time management skills** and daily assessment of important, moderate and low urgency tasks.
- **Cooperative mindset** to contribute to the "whole" for the purpose of greater efficiency and satisfaction.

- **Collaborative with team members** for the purpose of problem solving when tasks are multi-demanding.
- **Identification of needs** or issues arising within the office environment that need attention by self or another team member or management.
- **Self-aware to function effectively** and contribute to the overall function and productivity of the Real Estate Team.

<https://andersonandcompany.ca/>